MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: SABHRS Application	
Policy Number: CUP 05	**Standards/Statutes: ARM 37.27.120**
Effective Date: 01/01/02	**Page 1 of 1**

PURPOSE:
The implementation of the Statewide Accounting, Budget, and Human Resource System (SABHRS) requires that application code reside on agency file servers.

POLICY:
This policy applies to all application code for SABHRS on these agency file servers.

PROCEDURE:
Authorized personnel performing authorized actions may only modify the SABHRS application code residing on agency file servers. The normal method of modifying the application code is through the use of Novell Replication Services (NRS). NRS is set up specifically to distribute modifications from the master application code to the application
code residing on agency file servers.

It is the responsibility of Information System Technician to insure the security of the SABHRS application code residing on agency file servers and the adherence to this policy. Authorization for any modifications must come from the SABHRS Support Bureau of the Information Services Division of the Department of Administration. Any unauthorized activity must be reported to the SABHRS Support Bureau immediately.

Revisions:_____

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